


# PROCEDURE MANUAL

 <p>LOUISIANA <b>DELTA</b> COMMUNITY COLLEGE</p>		Procedure FN_104	
		Page 1 of 3	
		Last Revision Date: 12/15/14	
		Effective Date: 8/16/13	
Section		Subject	Cellular Phone Utilization and Reimbursement

## PURPOSE

Louisiana Delta Community College understands that due to the nature of job responsibilities of certain employees, it is necessary to have a cellular phone procedure which covers utilization of college issued cellular phones and which also allows employees to utilize their personally owned devices for business dictated purposes when necessary.

### 1. Eligibility

All approvals shall be based upon the following screening criteria concerning the protection of life and property or a demonstrated requirement to improve efficiency and effectiveness, and a lack of a suitable communications alternative.

**Protection of life and property**--the job duties of the individual require the performance of duties that could impact the protection of life and property. These duties may be impeded without immediate access (inbound and/or outbound) to the public telephone network regardless of time of day or location of the employee.

- **Law enforcement**--the daily job duties of the individual require the performance of law enforcement activities, and these activities may expose the individual or the general public to harm or danger.
- **Personal safety**--the daily job duties of the individual require the performance of activities that may expose the individual or clients to harm or danger.
- **Public welfare**--the daily job duties of the individual require the performance of duties that may directly impact the safety, health, and welfare of the general public.

**Improved efficiency and effectiveness**--the job duties of the individual require immediate access (inbound and/or outbound) to the public telephone network for recall, consultation, and/or decision making. Lack of instantaneous communications could have significant effect on the operational efficiency of the agency or significant impact on the economic or political welfare of the state.

- **On call**--duties require that the individual be immediately accessible after normal work hours regardless of location.

- **Mobile or in transit**--duties require that the individual be mobile or in transit a large percentage of the business day yet immediately accessible.

**Lack of suitable communications alternatives**--no other suitable communications alternatives (one-way or interactive pagers, two-way radio, or standard telephone service) are available due to the location or environmental conditions of the workplace.

## 2. Criteria

### College Issued Cell Phone

It shall be the position of LA Delta that all requests for college issued cellular phones be authorized by the Unit Head and that utilization shall be in compliance with the guidelines and procedures established in this procedure including:

- Cellular calls should be limited to college business,
- Use other means of communication instead of cell phones when available,
- The length of the conversation should be limited, and
- Personal calls and charges must be reimbursed with a check made payable to the LA Delta using the following guidelines:
  - In the event total minutes utilized exceeds your plan limit, reimbursement shall be based on personal call utilization up to but not greater than the cost of the minutes that exceed the plan (i.e. your plan calls for 300 minutes – you incur 350 minutes of total utilization – you had 55 minutes of personal utilization – your reimbursement responsibility will be 50 minutes at the plan per minute charge).

**Note:** No reimbursement is required when total plan minutes are not exceeded.

- Any assistance, directory, data, roaming, or other miscellaneous charges (i.e. charges for special rings, games, etc.), which are not clearly business related.

### Employee Owned Cell Phone – College Allowance

It shall be the position of LA Delta that all requests for allowances of cellular phone billings be authorized by the Unit Head and the appropriate Cabinet member before seeking approval of the Chancellor. The monthly allowance will have a flat rate depending on position): tier one \$100 (Cabinet level position or higher); and tier two \$60 (Director level position or higher/equivalent)—there must be budget in place to support this allowance. Exceptions to position ranking may be obtained by providing other justification (campus safety, or area of service coverage), but this shall be determined on a case-by-case basis. Utilization shall be in compliance with the guidelines and procedures established in the procedure including:

- Negotiate and manage a personal cell phone contract. Each employee is free to select the service provider, plan, and features of his/her choice that meet the job responsibilities as determined by the employee's Unit Head.
- Establish self as the billing party and assume all charges associated with the cellular service and device including lost, damaged, or stolen equipment and accessories.
- Ensure the carrier selected has service in required usage areas, such as at the workplace and/or at home as required by the business center.

- D. Provide personal cell phone number to the Human Resources Department as well as the employee's department for listing on all applicable directories.
- E. Obtain technical support as needed from your service provider.
- F. Notify supervisor and/or Human Resources immediately if service is cancelled, the phone number changes, or if there are other significant changes which may impact the employee's ability to perform the duties for which a stipend is being paid.

Payment of the Allowance will be directed through HR by pay period (annual allowance/26 pay periods) or on a monthly basis (annual allowance/12 months). Set-up will be a non-taxable event handled through payroll. If this option is not available, the payment of the Allowance will be handled through AP.

### **Employee Owned Cell Phone - Reimbursement**

It shall be the position of LA Delta that all requests for reimbursement of cellular phone billings be authorized by the Unit Head, and that utilization shall be in compliance with the guidelines and procedures established in the procedure including:

- A. Cellular calls for which reimbursement will be claimed must be limited to college business,
- B. Cellular phone calls for business related reasons should be used only when no other means of communication are available,
- C. The length of the conversation should be limited, reasonable and necessary, and
- D. Reimbursement for business calls from an employee's personal cellular phone shall be made in the following manner:
  - 1. An average cost per minute will be calculated and applied to the number of business call minutes. For example, if the total monthly cost is \$53.34 and the total minutes used were 400, then the average cost per minute would be \$0.13, or  $\$53.34/400$ . If the total business minutes were 95, the employee would be due \$12.35, or  $95 \times \$0.13$ .
  - 2. Employee requests for reimbursement shall be made on an employee reimbursement form or travel reimbursement voucher and a copy of the cellular phone bill indicating the business minutes to be reimbursed must be attached. The actual calculation of average cost per minute must be shown.